

GRANDE PRAIRIE REGIONAL COLLEGE
BUSINESS ADMINISTRATION
COURSE OUTLINE
FALL 1993

INTRODUCTION TO ACCOUNTING - BA 1110

INSTRUCTOR:

Lothar Mensch
Office: TBA
Tel: 849-8633 (AVC)
849-5690 (home)

REQUIRED
MATERIALS:

Accounting: The Basis for Business Decisions,
Sixth Canadian Edition, W.B. Meigs, R.P. Meigs,
W.P. Lam; McGraw-Hill Ryerson Limited, 1991.

Software: Accounting / Lotus Connection Template,
(included with the text)

Calculator

SUGGESTED
MATERIALS:

Study Guide To Accompany Financial Accounting,
W.B. Meigs, R.P. Meigs, M.A. Ferrara, W.P. Lam;
McGraw-Hill Ryerson Limited, 1991.

Accounting Worksheets Group A, Chapters 1-15.

PREREQUISITE:

Nil.

COURSE
DESCRIPTION:

An introduction to accounting procedures and their underlying concepts and principles. Within this framework, accounting practice is integrated with the development of accounting information for effective decision making in a business environment. This course assumes no prior knowledge of accounting.

COURSE
OBJECTIVES:

- 1.) To develop an ability to record economic transactions in basic accounting format including the journal, the balance sheet, and the income statement.
- 2.) To introduce accounting terminology so that the student can understand the accounting issues and commentary.
- 3.) To introduce standards and problems of valuation, income measurement, and disclosure in financial statements.

GRADING:

Final Exam	35%
Mid Term Exam	25%
Weekly Assignments	30%
2 Quizzes	10%
	<u>100%</u>

The Final Exam will be comprehensive but will have a majority of its marks (approximately 2/3) based on material covered since the Mid Term Exam.

The Mid Term Exam will cover chapters 1-4 and will be held the week after the material in these chapters has been completed.

Weekly assignments will consist of selected problems or case studies designed to test the student's knowledge of material covered the preceding week.

There will be two surprise quizzes during the semester on key terms and concepts covered up to that point.

COURSE
CONTENT:

Chapters 1-5, and 7-10 from Accounting: The Basis For Business Decisions. The following is an outline for the coverage of topics during the semester. While we will stay as close as possible to the outline, the actual timetable may vary slightly depending on how quickly the topics are mastered and any specific areas of interest that may become apparent.

<u>TOPIC</u>	<u>TIME ALLOTMENT</u>	<u>TEXT CHAPTERS</u>
Introduction	1 week	1.
Financial Statements	4 weeks	1, 2, 3
Adjusting Entries	1.5 weeks	4
Mid Term Exam		
Cost of Goods Sold	1 week	5
Internal Control/ Cash Management	1 week	5.7
Fixed Assets	1.5 weeks	10
Review	1 week	
Final Exam		

**ASSIGNMENT
POLICY:**

Assignments are due at the beginning of class on the due date. If you feel that you have a valid reason for an extension, then please request it a minimum of 24 hours in advance. Unauthorized late assignments will not be graded. Deductions in marks may be made for authorized late assignments.

**ATTENDANCE
POLICY:**

Students are expected to attend ALL classes on a regular basis. The concepts taught tend to build on previous concepts covered; therefore, students who miss classes are at a serious disadvantage.